

TABLE OF CONTENTS

Introduction.....	1
Access to Personnel Records.....	1
Administrative Leave	1
Annual Leave.....	2
Accidental Death and Dismemberment	2
Assignment to Vacant Hire.....	3
Benefit Plan.....	3
Section 1. Benefit Plan Contributions	3
Section 2. Premium Conversion Plan.....	4
Section 3. Health and Dental Plan Coverage.....	5
Bilingual Compensation.....	7
Classification	7
Section 1. Purpose.....	7
Section 2. Implementation of Classification Study Results	7
Demotions	8
Dependant Care Assistance Plan.....	9
Differentials.....	9
Section 1. Hazardous Materials Response Team Differential.....	9
Section 2. Hazardous Material Differential.....	9
Disaster Service Worker.....	10
District Employee Rights.....	10
District Identification Cards	10
District Management Rights.....	10
Dual Appointment	11
Electronic Fund Transfer	11
Expense Reimbursement.....	11
Section 1. General Provisions	11
Section 2. Responsibilities.....	11
Section 3. Travel Authorization.....	11
Section 4. Authorization for Attendance at Meetings	12
Section 5. Records and Reimbursements	12
Section 6. Transportation Modes.....	13
Section 7. Meals and Lodging	14
Section 8. Expense Advances	15
Section 9. Credit/Debit Cards	15
Extra Help.....	15
Flexible Spending Account.....	15
Job Sharing and Part-Time Employment.....	16
Leave Provisions	16
Section 1. Sick Leave.....	16
Section 2. Bereavement Leave	20
Section 3. Vacation Leave.....	20
Section 4. Holiday Leave	21
Section 5. Leave Accruals while on Disability Leave.....	22
Section 6. Compulsory Leave.....	23
Section 7. Military Leave	23
Section 8. Political Leave	25
Section 9. Special Leaves of Absence Without Pay.....	25
Section 10. Jury Duty Leave.....	27
Section 11. Examination Time.....	28

Section 12.	Witness Leave	28
Section 13.	Blood Donations	28
Section 14.	Service Date.....	28
Life Insurance.....		28
Meal Periods.....		29
Medical Emergency Leave		29
Merit Advancements.....		31
Section 1.	General.....	31
Section 2.	Probationary Employees and Other Employees without Regular Status	31
Section 3.	Regular Employees	31
Section 4.	Denied Step.....	32
Section 5.	Disputes.....	32
Overtime.....		32
Section 1.	FLSA Covered Employees	32
Section 2.	FLSA Exempt Employees.....	33
Pay Period.....		33
Payroll Adjustment.....		34
Physical Fitness.....		34
Probationary Period.....		35
Promotions		35
Recruitment and Referral Bonus Program.....		35
Recurrent Employment.....		37
Reemployment		37
Relocation.....		38
Rest Periods.....		38
Retirement System Contribution.....		39
Section 1.	Eligibility.....	39
Section 2.	District Contributions	39
Section 3.	Remaining Employee Contributions	40
Section 4.	Special Provisions	40
Section 5.	Survivor Benefits for General Retirement Members Administered by SBCERA.....	40
Return to Work Compensation		40
Section 1.	Purpose.....	40
Section 2.	On Call Compensation.....	41
Section 3.	Standby Compensation.....	41
Section 4.	Call Back Compensation.....	42
Salary Adjustment.....		42
Salary Rates and Step Advancements		43
Special Assignment Compensation.....		43
Standard Tour of Duty		44
State Disability Insurance.....		44
Time and Labor Reports		45
Tool Allowance.....		45
Tuition Reimbursement.....		45
Vision Care Insurance.....		45
Salary Range Listing.....		Appendix A